



Job Posting

Position Title: Cook 1 (20699)

Reports To: Director of Food Services

Location:

TN School for the Blind
115 Stewarts Ferry Pike
Donelson, TN 37214

Position Description:

This is the entry working class in the Cook sub series. An employee in this class performs a variety of volume cooking duties on an assigned shift in an institution or restaurant. This class differs from that of Cook 2 in that an incumbent of the latter is responsible for leading Cooks and other kitchen staff.

Specific Position Responsibilities:

Organizing, Planning, and Prioritizing Work:

1. Prioritizes the food preparation tasks based on knowledge of how long foods take to cook or prepare.

Controlling Machines and Processes:

1. Operates a variety of kitchen appliances such as food slicer, food chopper, mixers, deep fat fryer, pressure cooker, steamer, and microwave oven.

Monitor Processes, Materials, or Surroundings:

1. Using a cooking thermometer, monitors the temperature for foods during preparation and while on the serving line to ensure foods are prepared safely and to ensure proper holding temperatures.

Repairing and Maintaining Mechanical Equipment:

1. Cleans and maintains equipment and work area.



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Identifying Objects, Actions, and Events:

1. Reviews diet list each day to determine any changes that may be required in the preparation of meals based on special needs or preferences.

Coaching and Developing Others:

1. May provide guidance and instructions to new or less experienced workers to assist them in learning to perform cooking related work.

Performing General Physical Activities:

1. Cleans kitchen by wiping down counters, sweeping and mopping floors, and cleaning equipment.

Coaching and Developing Others:

2. May provide guidance and instructions to new or less experienced workers to assist them in learning to perform cooking related work.

Inspecting Equipment, Structures, or Material:

1. Visually inspects kitchen tools and equipment, appliances, and kitchen area to check for sanitation, cleanliness, and functional operation.
2. Visually inspects deliveries to ensure the items received are of acceptable quality.

Organizing, Planning, and Prioritizing Work:

2. Prioritizes the food preparation tasks based on knowledge of how long foods take to cook or prepare.

Getting Information:

1. Talks with supervisor or other staff to gather information about special dietary needs and quantities of food to prepare.

Processing Information:

1. May take inventory of supplies.



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2. May verify accuracy of food orders received by counting quantities of items and comparing to the invoice.
3. Assists in ordering supplies by reporting which food items need to be reordered.

Estimating the Quantifiable Characteristics of Products, Events, or Information:

1. Determines the appropriate quantity of food to prepare based on an estimate of the number of patrons expected or the current number of patients in an institution.

Communicating with Supervisors, Peers, or Subordinates:

1. Talks with supervisor to provide information regarding food quantities needed, equipment repair needs, and/or problems/errors that need to be addressed.

Judging the Qualities of Things, Services, or People:

1. Checks the foods during the preparation and cooking process to ensure the quality of foods being prepared.
2. Checks prepared foods to ensure the quality, freshness, and presentation are appropriate.

Handling and Moving Objects:

1. Cooks vegetables and other foodstuffs according to menus, special dietary or nutritional restrictions, and numbers of portions to be served.
2. Cleans, cuts, and cooks (by roasting, broiling, baking or frying) meat, fish, and poultry.
3. Cleans, peels, cuts, and performs other necessary tasks to prepare fruits and vegetables for cooking and/or serving.
4. Combines appropriate ingredients to prepare salads, sauces, soups, or other food dishes.
5. Bakes bread, rolls, cakes, pies, and pastries.
6. Moves large pans of foods to warmers/steam tables.
7. May help apportion and serve food to patients, facility residents, employees, or patrons.
8. May wash pots, pans, dishes, utensils, and other cooking equipment.

Documenting/Recording Information:

1. Logs temperature readings, quantities of food produced, food preparation tasks performed, food waste, and other cooking related information.
2. May keep inventory records for foods and cooking related items.

Updating and Using Relevant Knowledge:



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1. May attend in-service training with a registered dietitian to learn about food safety, health hygiene, special diets, or other food related information.

Performing for or Working Directly with the Public:

1. Greets and talks with guests, patients, or residents in a friendly manner to get input about the food service.

Competencies (KSA's)

Competencies:

1. Self-Knowledge
2. Functional/Technical Competency
3. Patience
4. Work/Life Balance
5. Customer Focus
6. Timely Decision Making
7. Composure
8. Peer Relationships
9. Decision Quality
10. Dealing with Ambiguity

Knowledge:

1. Basic knowledge of food preparation techniques, tools, and equipment
2. Basic knowledge of food storage and handling techniques
3. Basic knowledge of arithmetic and its application
4. Basic clerical knowledge of word processing, email, and record keeping
5. Basic knowledge of principles and processes for providing customer and personal services

Skills:

1. Time management skills
2. Basic skills in preparing, cooking and baking foods
3. Basic skills in talking to others to convey information effectively
4. Basic skills in monitoring oneself, others, and work being performed
5. Basic skills in adjusting actions in relation to others actions
6. Basic skill in teaching others how to do something
7. Basic learning strategies skills



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Abilities:

1. Ability to shift back and forth between two or more activities or sources of information
2. Manual dexterity
3. Ability to exert muscle force to lift, push, pull, or carry objects
4. Arm-hand steadiness
5. Ability to quickly and repeatedly adjust controls of a machine to exact position
6. Ability to bend, stretch, twist, or reach with body, arms, and/or legs
7. Basic written comprehension abilities
8. Basic number facility abilities
9. Finger dexterity
10. Basic oral comprehension abilities
11. Ability to see details at close range
12. Basic information ordering abilities

Tools and Equipment Used

1. Commercial Broilers
2. Commercial Cutlery
3. Commercial Food Slicers
4. Commercial Ranges
5. Food Thermometer
6. Deep Fat Fryer
7. Pressure Cooker
8. Steamer
9. Microwave Oven
10. Mixers, strainers, colanders, and various other hand-held kitchen tools

Preferred Qualifications:

Education and Experience: Experience equivalent to one year of fulltime volume food service work which included preparation of food.

CONDITIONS OF EMPLOYMENT:

- Selected applicants must verify experience highest degree held.
- Direct deposit of paycheck on a 12-month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.



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- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Regina.Harris@tsbtigers.org. Applications will be accepted until the close of business on February 19, 2016.

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